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Title:

Chemical Assessment Advisory Committee Meeting (CAAC) - Ethylene Oxide

Purpose:

Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the CAAC including (a) securing meeting

facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance:

The date of the award through December 31, 2014

Meeting Location:

Washington, DC

Administrative Meeting:

November 18, 2014, 8:00 am - 8:30 am

Public Meeting Dates/Time:

November 18, 2014, 9:00 am - 6:00 pm

November 19, 2014, 8:30 am - 6:00 pm November 20, 2014, 8:30 am - 3:30 pm

EPA Contacts:

Alisa Fisher, PO, 202-564-2122 Aaron Yeow, COR, 202-564-2050 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at **Hyatt Regency Crystal City in Arlington**, **VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 19 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor

- Folsom Switcher ScreenPro
- EQ/Processor
- 10 microphones
- Microphone controllers
- 6 Extension Cords/power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 19 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting. Please note on the end of the second day November 19, 2014 the AV equipment located in the current meeting space will be broken down and moved to another ballroom within the hotel. This will require the AV equipment to be dismantled and set-up in the adjacent ballroom for the 3rd day of the meeting to be held on November 20, 2014. Please include the necessary storage and labor hours to accommodate this request.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- The Contractor shall prepare a poster board to be displayed at the hotel outside of
 the meeting room which identifies the name of the meeting, location of the
 meeting room, and time of the public meeting. This sign should have the EPA
 logo and lettering in black. The contractor shall also provide badges & tents for
 the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide 19 folders containing the meeting materials for the meeting as directed by the COR.
- 3. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 4. The contractor shall provide two personnel for the entire duration of the three day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
 - 3. Develop the progress report for EPA.
 - 4. Develop and submitting the final invoices for payment.

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ORDER NO. 0032

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01	The contractor shall provide all required support services/items in accordance with the contract, the attached task order Statement of Work and the contractor's work plan and labor hour cost estimate dated 7 November 2014. Award Type: Time-and-materials The obligated amount of award: \$10,604.19. The total for this award is shown in box 17(i).				10,604.19	

<u>Title:</u> SAB's Lake Erie Eutrophication Indicators – Ensemble Modeling Approach

Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the SAB including (a) securing meeting

facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through January 30, 2015

Meeting Location: Chicago, IL (Region 5)

Administrative Meeting: December 10, 2014, 8:00 am - 8:30 am

Public Meeting Dates/Time: December 10, 2014, 9:00 am -6:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Alisa Fisher, COR, 202-564-2122 Stefan Martiyan, CO, 202-564-1987

Task 1: Provide Logistic Support at the Meeting Facility

- 1. EPA has reserved space at Ralph H. Metcalfe Federal Building, Lake Michigan Room located in Chicago, IL (Region 5). The contractor shall provide logistic support to include:
 - a. One (1) large conference room set up in U shape for 28 advisory members and three (3) SAB Staff members with approximately 50 seats in theatre style; and
 - b. One (1) speaker table.

Deliverable Date: At least one (1) business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- 1. The Contractor shall prepare a poster board to be displayed at the facility of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign must have the EPA logo and lettering in black. The Contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The reception area outside the conference room shall consist of a registration table with seating for two (2) contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one (1) complete set of other meeting materials, to be provided by the SAB Staff Office. The Contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: At least one (1) business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The Contractor shall display the poster board two (2) hours before the meeting starts.
- 2. The Contractor shall provide 33 folders containing the meeting materials for the meeting as directed by the COR.
- 3. The Contractor shall provide two (2) personnel for the entire duration of the one (1) day meeting to provide administrative support. The onsite contractor personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The Contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The Contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite contractor personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite contractor personnel shall provide printed copies per request from COR. The onsite contractor personnel shall distribute materials to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite contractor personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g., any item presented at the meeting or copies made for the meeting).

Deliverable Date: Due on the day of the meeting.

Performance Requirement: The Contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The Contractor onsite staff shall behave in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the Contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
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TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$47,093.18

Title: Benzo[alpyrene Review Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the BAP including (a) securing meeting

facilities and; (b) providing pre-meeting and onsite logistics support.

<u>Period of Performance:</u> The date of the award through April 15-17, 2015

Meeting Location: Washington, DC

Administrative Meeting: April 15, 2015, 8:15 am – 8:45 am

Public Meeting Dates/Time: April 15, 2015, 9:00 am - 5:30 pm

April 16, 2015, 8:30 am - 5:00 pm April 17, 2015, 8:30 am - 5:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Alisa Fisher, COR, 202-564-2122 Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

EPA is holding space at The George Washington University, Milken Institute School of Public Health in Washington, DC.

- 1. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 30 advisory members/SAB Staff and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers

- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 13 microphones
- Microphone controllers
- 6 Extension Cords/power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 30 panel members/SAB Staff to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- The Contractor shall prepare a poster board to be displayed at the hotel outside of
 the meeting room which identifies the name of the meeting, location of the
 meeting room, and time of the public meeting. This sign should have the EPA
 logo and lettering in black. The contractor shall also provide badges & tents for
 the panel members/SAB Staff and return them to the COR at the conclusion of the
 meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide 30 folders containing the meeting materials for the meeting as directed by the COR.
- 3. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 4. The contractor shall provide two personnel for the entire duration of the three day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
 - 3. Develop the progress report for EPA.
 - 4. Develop and submitting the final invoices for payment.

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 03/19/2015 EP-W-11-051 0034 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** QUANTITY ORDERED PRICE ACCEPTED (a) (c) (d) (1) (e) **(g**) Admin Office: US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/19/2015 to 05/04/2015 0001 To provide admin and logistic support for 39,987.54 the Biogenic Carbon Meeting on March 25-26, 2015, in accordance with the attached Statement of Work. Accounting Info: 14-15-B-11T-ZZZMG5-2505-1511T41068-001 BFY: 14 EFY: 15 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1511T41068~001 Funding Flag: Complete Funded: \$39,987.54 The obligated amount of award: \$39,987.54. The total for this award is shown in box 17(i).

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$39,987.54

Title: Biogenic Carbon Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the Biogenic Carbon including (a) securing meeting facilities and, (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through May 4, 2015

Meeting Location: Washington, DC

Administrative Meeting: March 25, 2015, 8:00 am - 8:30 am

Public Meeting Dates/Time: March 25, 2015, 9:00 am - 6:00 pm

March 26, 2015, 8:30 am + 5:00 pm

EPA Contacts: Alisa Fisher, PO. 202-564-2122

Holly Stallworth, COR, 202-564-2073 Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

EPA is holding space at The George Washington University, Milken Institute School of Public Health in Washington, DC.

- 1. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 18 advisory members and approximately 100 seats in theatre style;
 - b One Speaker Table: and
 - Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - · Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro

- EQ/Processor
- 10 microphones
- Microphone controllers
- 9 Extension Cords/power strips
- · Telephone hookup
- I Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall also provide high definition webcasting equipment and support to consist of two HD video cameras facing diagonally outwards from the projection screen towards the panel, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at http://www.epa.gov/sab in advance of the meeting. The contractor should provide the equipment and staff to provide a non-interactive webcast that will be broadcast on the internet that will include the following:
 - 2 Video Cameras and Tripods
 - I Getner Telephone Interface
 - 1 Powered Speakers
 - LRGB DA
 - 1 Video Switcher
 - + Desktop Computer with video streaming
 - † Streaming Service
 - I Audio Technician
 - 2 Camera Technician Teleconference
 - 1 TD / Project Manager
 - 3 Set up Technician
 - 2 Stationary HD cameras
- 4. The contractor shall procure wireless internet access for 18 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 5. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

- 1. The Contractor shall prepare a poster board to be displayed at the meeting facility outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and Dr. Holly Stallworth and Mr. Christopher Zarba.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment and telephone lines are tested to ensure they function properly prior to the meeting
- The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of the meeting agenda, committee roster; charge questions, comments from the Panel members and the public, and any other background materials. A folder containing all meeting materials shall be provided to each panel member as well as Dr. Stallworth and Mr. Zarba. A display copy of one complete set of meeting materials shall be provided by the contractor and placed on the registration table for the public. In addition, the contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table. Approximately 50 copies of the meeting agenda should be made available to the public.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1 The contractor shall display the poster board two hours before the meeting starts
- The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and are responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the two day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall provide on-site support for the set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 2 day meeting.
- 4 The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as

- needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 6. The onsite personnel shall provide additional printed copies of meeting materials per the request of the COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets, presentations and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The contract staff conducts themselves in a professional manner at all

times

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following

- 1 Review and submit final meeting facilities invoice
- 2. Review and pay the final A/V invoice.
- 3. Develop the progress report for EPA.
- 4. Develop and submitting the final invoices for payment

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<u>Title:</u> Drinking Water Committee Public Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the EPA's SAB Drinking Water Committee including (a) securing meeting facilities and; (b) providing pre-meeting and onsite

logistics support.

Period of Performance: The date of the award through June 1, 2015.

Meeting Location: Washington, DC

Administrative Meeting: April 29, 2015, 8:00 am – 8:30 am

Public Meeting Time: April 29, 2015, 9:00 am - 6:00 pm

April 30, 2015, 8:30 am - 5:00 pm

EPA Contacts: Alisa Fisher, COR, 202-564-2122

Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

- EPA is holding space at The George Washington University, Milken Institute School
 of Public Health in Washington, DC. The contractor shall obtain procurement with that
 facility for:
 - a. One large conference room set up in U shape for 20 advisory members/SAB Staff and approximately 50 seats in theatre style:
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones

- Microphone controllers
- 6 Extension Cords/power strips
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2-day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- The Contractor shall prepare a poster board to be displayed at the hotel outside of
 the meeting room which identifies the name of the meeting, location of the
 meeting room, and time of the public meeting. This sign should have the EPA
 logo and lettering in black. The contractor shall also provide badges & tents for
 the panel members and other presenters as requested and return them to the COR
 at the conclusion of the meeting.
- 2. The Contractor shall arrange with the meeting facility to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2-day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2-day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall provide on-site support for the set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 2-day meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting at the conclusion of the meeting.
- 4. The contractor shall provide 20 folders containing the meeting materials for the meeting as directed by the COR.
- 5. The on-site personnel shall make additional badges and name tents upon request by the COR. The contractor shall provide assistance to Panel members and meeting attendees on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- The onsite personnel shall provide printed copies per request from COR. The onsite
 personnel shall distribute them to the members and meeting attendants upon request by the
 COR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g., any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post-Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
 - 3. Develop and submit the final invoices for payment,

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. ORDER NO. 05/19/2015 EP-W-11-051 0036

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Title: CASAC Nitrogen Review Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (b) providing pre-

meeting and onsite logistics support.

Period of Performance: The date of the award through July 30, 2015

Meeting Location: Raleigh, NC

Administrative Meeting: June 02, 2015, 8:00 am – 8:30 am

Meeting Dates/Time: June 02, 2015, 9:00 am - 5:30 pm

June 03, 2015, 8:30 am - 5:30 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Aaron Yeow, COR, 202-564-2050 Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

- 1. EPA is holding space at the **DOUBLETREE BY HILTON RALEIGH, NC.** The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 50 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EO/Processor
 - 11 Microphones

- Microphone controllers
- 6 Extension Cords/power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 20 panel members and EPA speakers to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- 1. The Contractor shall make the necessary arrangements for lodging for the Project Manager and Meeting Planner the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 3. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 4. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness
Quality Assurance: COR review of all meeting materials

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to be on-site (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2 day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until the meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting). In addition, the on-site personnel shall type up the names and affiliations of the public that signs in and deliver both the hard copies and electronic copies of those at the end of the meeting to the COR.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.

- 2. Review and pay the final A/V invoice
- 3. Develop the progress report for EPA
- 4. Develop and submitting the final invoices for payment

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0037 EP-W-11-051 08/04/2015 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** CHANTITY ACCEPTED ORDERED PRICE (a) (c) (e) (I) (g) 04/29/2016 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 08/04/2015 to 04/29/2016 126,487.71 126,487.71 1 EA 0001 To provide administrative support for the Hydraulic Fracturing Public Meeting including securing meeting facilities, providing pre-meeting and onsite logistics support and comment analysis. Accounting Info: 15-16-B-11T-ZZZMG5-2584-1511T51015-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 Job #: MM111103 DCN -Line ID: 1511T51015-001 Funding Flag: Complete Funded: \$126,487.71 The obligated amount of award: \$126,487.71. The total for this award is shown in box 17(i). \$126,487.71 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

Title: SAB Hydraulic Fracturing Research Advisory Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the SAB Hydraulic Fracturing Research Advisory Panel including (a) securing meeting facilities; (b) providing pre-

meeting and onsite logistics support and; (c) comment analysis.

Period of Performance: August 04, 2015 through April 29, 2016

Meeting Location: Washington, DC

Public Meeting Dates/Time: October 28, 2015, 7:30 am - 5:30 pm

October 29, 2015, 7:30 am -5:30 pm October 30, 2015, 7:30 am -3:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Edward Hanlon, COR, 202-564-2134 Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

- 1. EPA is holding space at **The Washington Plaza Hotel in Washington**, **DC**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 30 advisory members and approximately 150 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EO/Processor
 - 16 microphones

- Microphone controllers
- 9 Extension Cords/power strips
- Telephone hookup
- 2 Phone Lines
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- Equipment to provide a non-interactive webcast that will be broadcast on the internet. The contractor should provide two cameras facing diagonally outwards from the projection screen towards the panel, one stationary camera facing the chair of the panel, and one stationary camera facing speakers, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should also include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at http://www.epa.gov/sab in advance of the meeting.
- 3. The contractor shall procure wireless internet access for 30 panel members and 5 SABSO staff to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or PO:

- The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

- 4. The contractor shall provide technical support to organize and categorize public comments received by EPA's Docket regarding EPA's draft review document and charge questions for the SAB October 28-30 public meeting by developing or using an existing database to extract, compile, and categorize comments received in the Federal docket. The contractor shall provide SABSO with a table that summarizes the comments according to section of EPA's Assessment Report on EPA's Research on the Potential Effects of Hydraulic Fracturing on Drinking Water Resources, and which has embedded hotlinks to the submitted comments to facilitate further review of the comments by SAB panelists; see Attachments 1 and 2 for mock-ups of the desired Table format for organizing and categorizing public comments received by EPA's Docket regarding EPA's draft review document and charge questions, respectively. During the comment period, the comment categorization must be updated daily. Two first Draft Tables of public comments sorted out by whether they relate to EPA's draft review document or EPA's draft charge questions must be completed and delivered to SABSO by September 10, 2015; these two tables would include all public comments received and posted in EPA's Docket as of September 9, 2015. The second drafts of these two tables must be completed and delivered to SABSO by October 13, 2015; these two tables would include all public comments received and posted in EPA's Docket as of October 12, 2015. The final drafts of these two tables must be completed and delivered to SABSO by November 30, 2015; these tables would include all public comments received and posted in EPA's Docket as of November 29, 2015.
- 5. The contractor shall provide technical support to organize and categorize public comments received by EPA's Docket regarding the SAB HF Panel's first draft report that will peer review the agency's draft report, for the SAB HF Panel's February 1, 2016 teleconference by developing or using an existing database to extract, compile, and categorize comments received in the Federal docket. The contractor shall provide SABSO with a table that summarizes the comments according to section of the SAB HF Panel's draft report, and which has embedded hotlinks to the submitted comments to facilitate further review of the comments by SAB panelists; see Attachment 3 for a mock-up of the desired Table format for organizing and categorizing public comments received by EPA's Docket regarding the SAB HF Panel's first draft report. During the comment period, the comment categorization must be updated daily. The first Draft Table of public comments must be completed and delivered to SABSO by January 26, 2016; this table would include all public comments received and posted in EPA's Docket as of January 25, 2016. The second drafts of these two tables must be completed and delivered to SABSO by January 29, 2016; this table would include all public comments received and posted in EPA's Docket as of January 28, 2016. The final drafts of this table must be completed and delivered to SABSO by February 26, 2016; this table would include all public comments received and posted in EPA's Docket as February 25, 2016.
- 6. The contractor shall provide technical support to organize and categorize public comments received by EPA's Docket regarding the SAB HF Panel's second draft report that will peer review the agency's draft report, for the SAB HF Panel's March 7, 2016 teleconference by developing or using an existing database to extract, compile, and categorize comments received in the Federal docket. The contractor shall provide SABSO with a table that summarizes the comments according to section of the SAB

HF Panel's draft report, and which has embedded hotlinks to the submitted comments to facilitate further review of the comments by SAB panelists; see Attachment 3 for a mock-up of the desired Table format for organizing and categorizing public comments received by EPA's Docket regarding the SAB HF Panel's second draft report. During the comment period, the comment categorization must be updated daily. The Draft Table of public comments must be completed and delivered to SABSO by March 4, 2016; this table would include all public comments received and posted in EPA's Docket as of March 3, 2016. The final drafts of this table must be completed and delivered to SABSO by March 22, 2016; this table would include all public comments received and posted in EPA's Docket as March 21, 2016.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance:** COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire three day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line. The contractor shall also provide 2 AV personnel for technical support for the entire three day meeting to direct two cameras to allow the non-interactive webcast to be broadcast on the internet.
- 3. The contractor shall provide 2 personnel for the entire duration of the three day meeting to provide administrative support. The on-site personnel shall make the necessary arrangements for lodging the night before the meeting at the hotel where the meeting is taking place in order to provide on-site support for set-up of the meeting room and AV prior to the day of the meeting.
- 4. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 5. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.

7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

Task 5: Post Teleconference Support

- 1. After the conclusion of the final teleconference on 3/7/16, the contractor shall perform task order close-out activities to include the following:
 - 1. Develop the progress report for EPA.
 - 2. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the final teleconference on 3/7/16.

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ORDER FOR SUPPLIES UK SERVICES

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DATE OF ORDER CONTRACT NO. EP-W-11-051 0038 06/01/2015 QUANTITY UNIT UNIT PRICE QUANTITY ACCEPTED ITEM NO. SUPPLIES/SERVICES AMOUNT ORDERE (d) (e) (c) (e) **(f)** (g) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 15-16-C-26CW000-201FK7-2532-MM262602-26A5C-1 526CWE036-002 BFY: 15 EFY: 16 Fund: C Budget Org: 26CW000 Program (PRC): 201FK7 Budget (BOC): 2532 Job #: MM262602 Cost: 26A5C DCN - Line ID: 1526CWE036-002 Period of Performance: 06/01/2015 to 04/29/2016 114,827.20 0001 12th Annual drinking Water Workshop Endyna Contract EP-W-11-051 TO 38 12th Annual Drinking Water Workshop (see the Statement of Work for detailed information) The obligated amount of award: \$114,827.20. The total for this award is shown in box 17(i). \$114,827.20

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

STATEMENT OF WORK

Contract Number: EP-W-11-051 Task Order Number: 0038

Title: 12th Annual Drinking Water Workshop

Period of Performance: June 1, 2015 - April 30, 2016

Work Assignment COR: Thomas J. Sorg

WSWRD, NRMRL, ORD

USEPA

26 W. Martin Luther King Dr.

Cincinnati, OH 45268

513/569-7370 Fax 513/569-7172 sorg.thomas@epa.gov

Alternate Work Assignment COR: WA COR Alternate

Darren A. Lytle

WSWRD, NRMRL, ORD

USEPA

26 W. Martin Luther King Dr.

Cincinnati, OH 45268

513/ 569-7432 Fax 513/569-7892 lytle_darren@epa_gov

1. BACKGROUND

In October 2001, EPA Administrator, Christine Todd Whitman, announced an initiative for additional research and development for cost-effective technologies to help small systems meet the new arsenic standard set at 0.010 mg/L and to provide technical assistance to operators of small systems to reduce compliance costs. As part of this initiative to assist small community water systems (< 10,000 customers) in complying with the new standard, EPA's Office of Research and Development (ORD) conducted a series of 50 full-scale, long-term, on-site demonstrations of arsenic removal technologies; Round 1 (12 projects), Round 2 (28 projects) and Round 2a (10 projects).

To provide information to the interested stakeholders (State agencies, water utilities, and engineering firms) on the results of the arsenic treatment technology demonstration program, ORD began an annual series of workshops (2004-05-06) that showcased the arsenic demonstration program. The titles of these three Workshops are as follows:

2004 Workshop on the Design and Operation of Adsorptive Media Processes for the Removal of Arsenic from Drinking Water. 2005 Workshop on Arsenic Removal from Drinking Water.

2006 Workshop on EPA's Arsenic Removal Demonstration Program; Results and Lessons Learned.

These three workshops, although open to all parties having an interest in arsenic technology, were developed primarily for the State's Drinking Water staff responsible for compliance and enforcement of the revised arsenic regulation. Attendance by State personnel was in the 50 - 60 range with the total attendance around 150. The workshops were co-sponsored by the Office of Ground Water and Drinking Water (OGWDW), Office of Water (OW) who has the overall federal responsibility for the compliance of the arsenic regulation.

Because of the successfulness of the arsenic Workshops and the interest of the OGWDW and State attendees to have information provided on other drinking water contaminants and issues, the topics of the last eight workshops (2007 to 2014) have included technical sessions on a variety of drinking water topics such as, inorganic, organic and microbiological contaminants, emerging contaminants, distribution systems, EPA regulations and other topics associated with small system problems. Attendance by State personnel has been in the 75 - 80 range with the total attendance around 230. The last six workshops were also co-sponsored by the Association of Safe Drinking Water Administrators (ASDWA). The titles of the past eight Workshops are as follows:

2007 U.S. EPA Workshop on Inorganic Contaminant Issues.

2008 Fifth Annual USEPA Drinking Water Workshop: Treatment and Distribution System Compliance Challenges.

2009 Sixth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

2010 Seventh Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

2011 Eight Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

2012 Ninth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

2013 10th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

2014 11th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

2. PURPOSE

The purpose of this Work Assignment is for the Contractor to provide logistic and technical support for the preparation and conducting of the EPA twelfth annual drinking water workshop (2-1/2 days) to be held in Cincinnati, OH late August/early September, 2015. The primary goal of this workshop is to provide information to employees of the State drinking water programs who have the compliance responsibilities for the drinking water regulations and related drinking water issues and problems. The Workshop will

again be co-sponsored by the OGWDW, OW and ASDWA who will provide advice and recommendations on the Workshop agenda.

3. SCOPE OF WORK

This performance work statement describes EPA requirements regarding services to be rendered by the contractor for the 12th Annual Drinking Water Workshop. The contractor shall make all necessary arrangements to hold a 2-1/2 day workshop in Cincinnati, OH during late August/early September, 2015. The workshop arrangements shall include the following;

Task 1. Workshop Arrangements

- 1. Provide for meeting rooms for the workshop as follows:
 - 1st Day (Tuesday):
 - a) One general meeting room to accommodate up to 210 people classroom style (Half Day).
 - b) Two general meeting rooms to accommodate up to 90 people class room style (Half day Afternoon)
 - 2nd Day (Wednesday):
 - a) One general meeting room to accommodate up to 210 people classroom style (Half Day).
 - b) Two general meeting room to accommodate up to 90 people classroom style (Half Day)
 - c) Four small meeting areas for discussion groups (Half Day)

3rd Day (Thursday)

- a) One general meeting room to accommodate up to 210 people classroom style (Half Day Morning).
- 2. Provide for space and supplies for 10 posters for 1st and 2nd day.
- 3. Arrange for all necessary audio/visual equipment for all meeting rooms.
- 4. Arrange a block of sleeping rooms for participants. Recent Workshops have had around 220 attendees with approximately 100 from out side the Cincinnati area. Rooms will be needed for three nights.
- 5. Develop an announcement advertising the workshop to be delivered to the EPA WA COR for placement on the EPA ORD drinking water web site.
- 6. Provide registration services that attendees can use either by direct mail or e-mail.
- 7. Provide support services to speakers and session moderators before and during workshop. Example of services would include answering questions, and training in use of audio/visual equipment.
- 8. Provide a workbook for all attendees containing agenda, list of speakers, attendees and copies of presentations (Power Point (PPT) slides)
- 9. Provide all workshop support services during the two day workshop. Support services would include staffing of registration desk, passing out workbooks, maintaining registration list, preparation of name tags, answering attendees' questions, assisting poster presenters, working with hotel personnel on workshop needs.

Task 2. Workshop Agenda and Speakers.

- 1. The contractor shall develop a draft proposed workshop agenda for review by the EPA WA COR. The agenda shall be based upon a list of drinking water topics provided by the EPA WA COR. After receiving the EPA WA COR comments, a final workshop agenda shall be developed. After approval of the agenda by the EPA WA COR, presentations that can be made by EPA personnel will be provided by the EPA WA COR for use by the contractor in developing the list of speakers. Speakers for all non-EPA presentation shall be the responsibility of the contractor. The minimum qualification of the non-EPA speakers will be provided by the EPA WA COR. It is anticipated that approximately 15 non-federal speakers will be required. Because the workshop is an EPA/OGWDW drinking water sponsored workshop where research and regulatory information will be included in the program, session moderators will be from these two EPA offices and the names provided to the contractor by the EPA WA COR.
- The contractor shall prepare a Workshop proposed agenda and registration form to be delivered to the EPA WA COR for placement on the EPA ORD drinking water web site.

Task 3. CD of Presentations

Contractor shall provide to the WA COR 5 copies of a CD with all of the final power point presentations and support materials.

4. SCHEDULE OF DELIVERABLES

Work Plan due within 20 calendar days after receipt of work assignment

Task 1. Workshop Arrangements

- 1. The contractor shall select the meeting location and complete all required meeting place arrangements within three weeks after the work assignment is issued.
- 2. The contractor shall provide draft of the Workshop announcement for review by the EPA WA COR within four weeks after the work assignment is issued and the final announcement within five weeks after the work assignment is issued for posting by EPA on EPA ORD drinking water web site.
- 3. The contractor shall complete workbooks for attendees one week before the Workshop.

Task 2. Workshop Agenda and Speakers

- 1. The contractor shall provide the Workshop proposed agenda and registration form for placement on the EPA ORD drinking water web site by June 15, 2015.
- 2. The contractor shall contact and obtain speaker commitments by July 15, 2015.

Task 3. CD of Presentations

Contractor shall provide a CD with all of the final power point presentations and support materials by November 30, 2015.

6. TRAVEL

The contractor will be requested to participate in the 2-1/2 day workshop in Cincinnati, OH.

7. EPA GREEN MEETING REQUIREMENTS

When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at http://www.epa.gov/oppt/greenmeetings/.

8. ACCEPTANCE CRITERIA

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software

9. MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWA COR or alternate EPA WA COR are the primary representatives of the Contracting Officer authorized to provide technical direction.

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TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$20,186.80

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 39

Title: Science Advisory Board (SAB), Scientific and Technological Achievement

Awards Committee Closed Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

meeting of the Science Advisory Board (SAB), Scientific and Technological Achievement Awards Committee Closed Meeting including (a) securing meeting

facilities and; (b) providing pre-meeting and onsite logistics support.

Most of the meeting is closed to the public and will be attended only by panel members. However, the portion of the 2015 STAA Committee meeting that is open to the public will occur on Friday, July 10, 2015, from 10:00 a.m. to 12:00

p.m.

Period of Performance: The date of the award through August 30, 2015

Meeting Location: Washington, DC

Closed Meeting Dates/Time: July 9, 2015 8:00 am - 6:00 pm

July 10, 2015 9:00 am - 3:00 pm

Public Session Date/Time: July 10, 2015 10:00 am – 12:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Ed Hanlon, COR, 202-564-2134

Sharon Whitehair, CO, 202-564-4764

Task 1: Provide logistic support at the Meeting Facility

- EPA is holding space at The George Washington University, Milken Institute School
 of Public Health in Washington, DC. The contractor shall provide logistic support to
 include:
 - a. One large conference room set up in square shape for 25 advisory members and 2 SAB Staff members and approximately 20 seats in theatre style
 - b. One Speaker Table

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- 1. The Contractor shall prepare a poster board to be displayed at the facility of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the meeting facility to have the conference room completely set up the day before the meeting. The contractor shall make sure that all equipment including two telephone lines and overhead projector are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for one contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and other materials to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board at 8:00 a.m. on July 10th, two hours before the 10:00 a.m. public portion of the meeting starts.
- 2. The contractor shall provide one Conference Manager for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 3. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 4. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Review and submit final meeting facilities invoice.
- 2. Review and pay the final A/V invoice.
- 3. Develop the progress report for EPA.
- 4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

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ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 09/15/2015
 EP-W-11-051

ORDER NO. 0 0 4 0

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
(-7	Admin Office:	(4)	(=/	(-)	(.)	(8)
	HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 09/15/2015 to 11/30/2015					
0001	To provide logistic and administrative support for the SAB Economy-Wide Modeling Panel Public Meeting from 22 - 23 October 2015	1	EA	40,457.68	40,457.68	
	Accounting Info: 15-16-B-11T-ZZZMG5-2505-1511T51024-001 BFY: 15 EFY: 16 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1511T51024-001 Funding Flag: Complete Funded: \$40,457.68					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$40,457.68

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 40

<u>Title:</u> Economy-Wide Modeling Panel Public Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the EPA's SAB Economy-Wide Modeling Panel Public Meeting including (a) securing meeting facilities and; (b) providing

pre-meeting and onsite logistics support.

Period of Performance: September 14, 2015 through November 30, 2015.

Meeting Location: Washington, DC

Administrative Meeting: October 22, 2015, 8:00 am – 8:45 am

Public Meeting Time: October 22, 2015, 9:00 am – 6:00 pm

October 23, 2015, 9:00 am – 6:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Holly Stallworth, COR, 202-564-2073 Sharon Whitehair, CO, 202-564-4764

Task 1: Secure Meeting Facility

- 1. EPA is holding space at **The George Washington University, Milken Institute School of Public Health** in Washington, DC. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in square shape for 24 advisory members and 2 SAB Staff and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. AV Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones

- Microphone controllers
- 6 Extension Cords/power strips
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 24 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2-day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the public meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and other presenters as requested and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the meeting facility to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2-day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel (1 Project Manager and 1 Meeting Planner) for the entire duration of the 2-day meeting to provide on-site administrative support. The on-site personnel (1 Project Manager and 1 Meeting Planner) shall provide on-site support for the set-up of the meeting room and AV prior to the day of the meeting and on-site support during the entire 2-day meeting. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting at the conclusion of the meeting.
- 4. The contractor shall provide 24 folders containing the meeting materials for the meeting as directed by the COR.
- 5. The on-site personnel shall make additional badges and name tents upon request by the COR. The contractor shall provide assistance to Panel members and meeting attendees on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 6. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g., any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and Customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post-Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
 - 3. Develop and submit the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFI	CATION OF CO	ONTRACT	CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE 4	. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
001	See Bloc	k 16C	R-OA-16-00017	-
6. ISSUED BY CODE			7. ADMINISTERED BY (If other than Item 6)	CODE
HPOD US Environmental Protection Ariel Rios Building 1200 Pennsylvania Avenue, N Mail Code: 3803R				
Washington DC 20460				
8. NAME AND ADDRESS OF CONTRACTOR (No., stre ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203	et, county, State and .	ZIP Code) (x	9B. DATED (SEE ITEM 11)	
CODE (b)(1)	FACILITY COD	E	09/15/2015	
CODE (b)(4)			ENDMENTS OF SOLICITATIONS	
Items 8 and 15, and returning c separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT Of virtue of this amendment you desire to change an of to the solicitation and this amendment, and is receiv	ce to the solicitation F OFFERS PRIOR ffer already submitte	n and amendment number TO THE HOUR AND DAT ed, such change may be n	E SPECIFIED MAY RESULT IN REJECTION nade by telegram or letter, provided each teleg	NT TO BE RECEIVED AT OF YOUR OFFER. If by
12. ACCOUNTING AND APPROPRIATION DATA (If n 15-16-B-11T-ZZZMG5-2584-MM1	equired)	Net	Increase:	\$10,347.75
13. THIS ITEM ONLY APPLIES TO	MODIFICATION OF	CONTRACTS/ORDERS.	IT MODIFIES THE CONTRACT/ORDER NO.	AS DESCRIBED IN ITEM 14.
FAR 52.243-1 - Chan	igesFixed	d Price	HANGES SET FORTH IN ITEM 14 ARE MAD IE ADMINISTRATIVE CHANGES (such as ch RITY OF FAR 43.103(b).	
C. THIS SUPPLEMENTAL AGREEME			8- 0	
D. OTHER (Specify type of modification	on and authority)			
E. IMPORTANT: Contractor X is not,	is required to	sign this document and r	eturn copies to the	issuing office.
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: (b)(4) TOCOR: Holly Stallworth Max LIST OF CHANGES:				r feasible.)
Reason for Modification : C	hange Orde	er		
The purpose of this modific	ation is t	o add equipme	ent required to complet	e Task 1 - Secure
Meeting Facility, which inc	reases thi	s task order	by \$10,347.75. The re	vised Statement of
Work is attached				
Delivery: 10/22/2015				
Delivery Location Code: HPO	D RRB			
HPOD RRB				
JS Environmental Protection	Agencv			
Continued	J 1			
Except as provided herein, all terms and conditions of	the document refer	renced in Item 9A or 10A	as heretofore changed, remains unchanged as	nd in full force and effect.
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING	
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	Sharon Whitehair 16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)			(Signature of Contracting Officer)	signature 10/21/2015

	REFERENCE NO. OF DOCUMENT BEING CONTINUED				
CONTINUATION SHEET	EP-W-11-051/0040/001	2	2		

NAME OF OFFEROR OR CONTRACTOR ENDYNA INC

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	USEPA Ronald Reagan Building (RRB)	1			
	1300 Pennsylvania Avenue NW				
	Washington dc 20004 USA				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (AA216-01)				
	109 TW Alexander Drive www2.epa.gov/financial/contracts				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 09/15/2015 to 11/30/2015				
0002	This modification adds equipment to Task 1 -				10,347.75
0002	Secure Meeting Facility. See the revised				10,347.73
	Statement of Work (SOW) for detailed information.				
	" ^				
			l		

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 40 Mod 001

<u>Title:</u> Economy-Wide Modeling Panel Public Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the EPA's SAB Economy-Wide Modeling Panel Public Meeting including (a) securing meeting facilities and; (b) providing

pre-meeting and onsite logistics support.

Period of Performance: The date of the award through November 30, 2015.

Meeting Location: Washington, DC

Administrative Meeting: October 22, 2015, 8:00 am – 8:45 am

Public Meeting Time: October 22, 2015, 9:00 am – 6:00 pm

October 23, 2015, 9:00 am – 6:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Holly Stallworth, COR, 202-564-2073 Sharon Whitehair, CO, 202-564-4764

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 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones

- Microphone controllers
- 6 Extension Cords/power strips
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- Equipment to provide a non-interactive webcast that will be broadcasted on the Internet. The contractor shall provide two (2) cameras facing diagonally outwards from the projection screen towards the panel, one (1) stationary camera facing the chair of the panel, and 1 stationary camera facing speakers, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor shall also include information on how to connect to the webcast so that the public can view the meeting. This information shall be provided on the SAB website at http://www.epa.gov/sab in advance of the meeting.
- 3. The contractor shall procure wireless internet access for 24 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2-day meeting.

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